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भाग 4 (ग)

उप-खण्ड(II)

राज्य सरकार तथा अन्य राज्य प्राधिकारियों द्वारा जारी किये गये कानूनी आदेश तथा अधिसूचनाएं।

**FINANCE DEPARTMENT**
**(TAX DIVISION)**
NOTIFICATION
**Jaipur, January 17, 2025**

**S.O.105 .-**In exercise of the powers conferred by sub-section (2) of section 69 of the Registration Act, 1908 (Central Act No. 16 of 1908), the State Government hereby approves and publishes the following rules, made by the Inspector General of Registration, Rajasthan, in exercise of the powers conferred on him by sub-section (1) of section 69 of the said Act, namely:-

**1. Short title, extent and commencement.-** (1) These rules may be called the Rajasthan Registration (Licensing of Document Writers) Rules, 2025.

(2) They shall extend to the whole of the State of Rajasthan.

(3) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.-** (1) In these rules unless the context otherwise requires,-

(a) **"Act"** means the Registration Act, 1908 (Central Act No. 16 of 1908);

(b) **"Deputy Inspector General, Registration and Stamps"** means the Deputy Inspector General, Registration and Stamps appointed under section 8 of the Act;

(c) **"Document"** means a document written for presentation to a registering officer and includes an application for copy, inspection, search, extension of period, issue of summons or warrants, an application under section 73, a memorandum of appeal under section 72 of the any document in electronic form as defined in clause (t) of sub-section (2) of section 2 and mentioned in section 4 and 6 of the Information Technology Act, 2000 (Central Act No. 21 of 2000);

(d) **"Document Writer"** means a person holding licence for practicing as Writer of Documents;

(e) **"Form"** means Form appended to these rules;

(f) **"Inspector General of Registration"** means the Inspector General of Registration, Rajasthan appointed under section 3 of the Act;

(g) **"licence"** means a licence of Document Writer granted under these rules;

(h) **"Licensing Authority"** means the Deputy Inspector General, Registration and Stamps of the district in which the applicant desires to practice as a

document writer;

(i) **"Registration"** means registration of a documents under the Act;

(j) **"Registering Officer"** includes both a Registrar and a Sub-Registrar appointed under the Act;

(k) **"State"** means the State of Rajasthan; and

(l) **"Year"** means financial year.

(2) Words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Rajasthan Stamp Act, 1998 (Act No. 14 of 1999) and the Registration Act, 1908 (Central Act No. 16 of 1908).

**3. Educational qualifications and other conditions of granting of licence.-** The Licensing Authority may, in its discretion, grant a licence of Document Writer to the applicant on being satisfied that,-

(i) he has attained 21 years of age on the date of application;

(ii) he is of good character;

(iii) he is the bonafide resident of the State of Rajasthan;

(iv) he is a graduate of a University established by law in India;

(v) he holds Rajasthan State Certificate in Information Technology (RSCIT) from Rajasthan Knowledge Corporation Limited or higher degree in computer or information technology from the recognised institute or organisation; and

(vi) he is not employed in any department or undertaking of Government or local body.

**4. Fixing number of licenced document writers.-** (1) The Licensing Authority shall, from time to time, fix the number of Document Writers for each registration office in a district after taking into consideration the number of documents registered in registration offices of such district with prior approval of the Collector of the concerned district. The numbers of Document Writers so fixed may be increased or decreased by the State Government by order if the circumstances so require.

(2) The restrictions of maximum numbers of Document Writers so fixed for a district shall not apply where licence is sought for a private place or residence.

**5. Procedure of granting licence**.- (1) Every Licensing Authority shall publish notice for inviting application from eligible candidates in two daily State level newspapers indicating the number of licences to be issued at office of district collector, sub-registrar, tehsildar or nayab tehsildar in a district in his circle. The notice for inviting application shall also be published on the portal of the department.

(2) Application, indicating the places in order of preference for which licence is sought, shall be made online on the portal of the department in Form-A within 30 days from the date of publication of the notice, along with the non-refundable application fees of rupees 500/- paid through e-GRAS challan.

(3) Licensing Authority shall prepare a merit list of eligible candidates as per vacancies available for different places, on the basis of the marks obtained by them in their Secondary School Examination and Senior Secondary School Examination. The merit list shall be prepared according to the weightage given as per following parameters, namely:-

(i) Secondary School Examination- 50%; and

(ii) Senior Secondary School Examination- 50%.

(4) Out of the total vacancies for a particular place 50% of the vacancies shall be filled up from the licenced stamp vendors fulfilling the educational qualifications and other conditions mentioned in rule 3.

(5) Candidates, who stand in merit list as prepared under sub-rule (3) shall be granted licence in the Form-B according to the number of vacancies and preferences of places given by the candidates in their application form.

(6) The procedure mentioned in sub-rule (1) to (5) shall apply where licence is sought for above mentioned public offices and shall not apply where licence is sought for a private place or residence.

(7) Candidates, who stand in merit list as prepared under sub-rule (3) or otherwise granted licence on deposit of licence fee of rupees 2000/- and such persons shall have to attend training sessions conducted by the Registration and Stamps Department, from time to time, for the purpose of providing knowledge of the following subjects, namely:-

(a) the Registration Act, 1908 (Central Act No. 16 of 1908) and rules made thereunder;

(b) the Rajasthan Stamp Act, 1998 (Act No. 14 of 1999) and rules made thereunder;

(c) the Transfer of Property Act, 1882; and

(d) Drafting of Deeds.

**6. Duration of licence.-** For the first time licence shall be granted upto the 31st March of the succeeding financial year.

**7. Issuance of duplicate licence.-** If a licence is lost, destroyed, defaced, torn or becomes illegible, the document writer shall forth-with apply to the Licensing Authority for the grant of a duplicate licence alongwith fees of rupees 500/-.

**8. Persons authorised to work as document writer.-** (1) No person shall, for remuneration of any kind, write any document for registration or application for copies, search and inspection to be presented before a registration office, except under a licence granted in this behalf by the Licensing Authority concerned.

(2) No licence shall be necessary for a legal practitioner entitled by law to practice as an Advocate**.**

**9. Renewal of licence and fees thereof**.- (1) On the expiry of the licence, the Licensing Authority may renew the licence for two years. The application for renewal shall be made online in the format available on the portal of the department at least 15 days before the date of expiry of the licence alongwith renewal fees of rupees 2000/- and copy of the licence.

(2) The renewal fees shall not be charged from the licenced document writers through whom at least 50% of auto deed is registered out of the total documents registered through him in the previous year.

**10. Charges for writing documents and its exhibition.-** (1) The Inspector General of Registration shall, for the entire registration offices in the State, from time to time, fix the rates of charges for writing documents for registration and applications for copies, search and inspection etc. to be presented in the registration office, and no licenced document writer shall ask for or accept any amount in excess of the rates so fixed.

(2) A table of the rates so fixed in Hindi shall be exhibited at a conspicuous place outside every registration office and the at place where a document writer carries on his profession of writing documents and if any document writer asks for or accepts any amount in excess of the rates so fixed, the Licensing Authority or Sub-Registrar concerned may, on complaint being made to him, order the return of the amount received in excess. In addition to above the Licensing Authority may take appropriate action for suspension or cancellation of the licence under the provisions of these rules.

**11. Signature and endorsement.-** (1) Every licenced document writer shall write following details on every document, application or other paper drawn up by him, namely:-

(i) his name;

(ii) licence number;

(iii) date of drawing it up;

(iv) number of pages used for completing the document;

(v) the fees charged; and

(vi) the registration number (number which the document, application or paper bears in the register maintained under rule 12).

(2) All such entries shall be made electronically on the dashboard provided for document writers on the portal of the department.

**12. Register of documents**.- Every licenced document writer shall maintain an electronic register of documents, applications and papers drawn up by him on the dedicated dashboard of document writers on the portal of the department in Form-C.

**13. Production of licence**.- A licence granted under rule 5 shall be produced whenever required by the District Registrar or Sub-Registrar concerned, or by Licensing Authority or any other officer authorized by the Licensing Authority.

**14. Suspension or cancellation of licence**.- (1) A licence granted under rule 5 may be suspended or cancelled by the Licensing Authority on any of the following grounds, namely:-

(a) that the said document writer has become a legal practitioner;

(b) that the document writer is a tout;

(c) that the document writer has been convicted by a Criminal Court of an offence involving moral turpitude;

(d) that the document writer has been found guilty of abetment or participation in any illegal transaction or unfair dealing relating to registration of documents;

(e) that the document writer has been found to be inefficient for writing of documents;

(f) that the document writer has been guilty of unruly behavior or disobedience of any lawful order issued under these rules or breach of any provision of these rules; and

(g) that the document writer has not written the details on the document as provided under rule 11.

(2) No licence shall be suspended or cancelled without giving the reasonable opportunity of showing cause against the proposed suspension or cancellation to the document writer.

(3) The copy of such order shall be endorsed to the Collector of the concerned district and Inspector General of Registration.

**15. Appeal against suspension or cancellation of licence**.- (1) The document writer may file an appeal against the order of suspension or cancellation of the licence issued under rule 14 before the Inspector General of Registration within 30 days from the date of receipt of the order of suspension or cancellation, as the case may be.

(2) The Inspector General of Registration may, on receipt of such appeal, call for and examine the record of any such case and after giving an opportunity of being heard to the applicant, pass such order as it thinks fit. The order passed by the Inspector General of Registration shall be final.

**16. Register of licensees**.- Every Licensing Authority shall maintain an electronic register in Form-D on the portal of the department of all the licenced document writers in the district or districts of his circle.

**17. Unlicenced document writer not to enter**.- No person other than licenced document writer or legal practitioner shall be allowed to enter the premises or the office compound of registration office,-

(a) except for the purpose of transacting business in connection with the registration of their private document; or

(b) unless they hold a power of attorney granted or a receipt duly endorsed in their favour by the presenter of a document or other person desirous of making a search or obtaining a copy of registered document.

**18. Change of office or place**.- If during the continuance of his licence a document writer wishes to practice his profession at another office or place, other than the office or place entered in the licence, the Licensing Authority may, at his discretion, amend the licence accordingly without extra charge.

**19. Registration etc. not be refused.-** Nothing in the foregoing rules authorises any registering officer to refuse acceptance of a document for registration or an application for copies, search or inspection on the ground that it is not written by licenced document writer. Persons are free to draft their own documents, applications and petitions and to get the documents registered as per the provisions of the Registration Act, 1908 and rules made thereunder.

**20. Surrender of the licence.-** The licensee, who wants to surrender the licence or whose licence is cancelled or suspended or has expired or otherwise he has become ineligible, shall forthwith surrender the licence to the licensing authority, together with all records maintained under these rules.

**21. Superintendence and control.-** The Licensing Authority shall exercise his powers under the general superintendence and control of the Inspector General of Registration.

**22. Repeal and Saving.-** The Rajasthan Registration (Licensing of Document Writers) Rules, 1956 are hereby repealed:

Provided that anything done or any action taken under the rules so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules unless such thing or action is inconsistent with any of the provisions of these rules.

## Form-A

**(see rule 5(2))**

## Form of Application

**(For grant of licence of Document Writer)**

| | | | |
|---|---|---|---|
| 1. | Name of the applicant | : | |
| 2. | Father's name | : | |
| 3. | ID of the applicant | | |
| | (i) Jan Aadhaar No. | : | |
| | (ii) Aadhaar No. | : | |
| | (iii) PAN | : | |
| 4. | Date of Birth | : | |
| 5. | Permanent /postal address | | |
| | (i) House/flat/plot no. | : | |
| | (ii) Colony/Area/Village name | : | |
| | (iii) Tehsil | : | |

| | | | |
|---|---|---|---|
| | (iv) District | : | |
| | (v) Pin code | : | |
| 6. | Name of the places in orders of preference for which licence of document writer is sought for | : | |
| | (a) Name of District | : | |
| | (b) Name of the Sub-Registrar offices | | |
| | (i)..... | | |
| | (ii)..... | | |
| | (iii)..... | | |
| 7. | Police verification certificate no. & date | : | |
| 8. | Educational Qualifications | | |

| **Name of Examinations** | **Year** | **Roll No.** | **Board/Institution / University** | **Marks obtained (in%)** | **Supporting documents** |
|---|---|---|---|---|---|
| X$^{th}$ | | | | | Upload true copies of mark sheet |
| XII$^{th}$ | | | | | |
| Graduation | | | | | |
| Computer | | | | | |
| Information Technology | | | | | |

I declare that I have carefully read the Rajasthan Registration (Licensing of Document Writers) Rules, 2025 and terms and conditions of the licence and I agree to abide by them.

Place:

Date: **Signature of the applicant**

## Form-B
**(see rule 5(5))**
## Licence of Document Writer

Passport size photo of the licensee

1. Licence No.:
2. Name:
3. Father's Name:
4. Full residential address:
5. ID of Document Writer,-
   (i) Jan Aadhaar No.:
   (ii) Aadhaar No.:
   (iii) PAN:
6. Address of place, where the licensee shall carry on the business-
   Place..... Town/City..... Tehsil..... District.....
7. This licence entitles the licensee to sit in the compound of the office at .....

and hereby licenced to write documents, applications and petitions subject to the provisions of the Rajasthan Registration (Licensing of Document Writers) Rules, 2025 and the conditions of the licence.

8. The writing of documents under this licence shall be carried on by the holder of the licence.
9. The contravention of any of the provisions of the Rajasthan Registration (Licensing of Document Writers) Rules, 2025 or licence condition or any other irregularity shall render the licence liable for cancellation and also imposition of a fine under the Act and the rules made thereunder.
10. Licence is granted/renewed from (date)..... to (date) ..... .

Place.....

Date.....

Signature, Name and Seal of the
Licensing Authority

## Form-C
**(see rule 12)**
## Register to be maintained by Document Writer

Financial Year.....
Month.....

| S. No. of Document | Date on which document is written | Name and address of executants | Name and address of claimants | Category of document | Sub-category of document, if applicable | Details of property, if applicable | Market value of document, if applicable | Name of the office for which document is written | Value of stamp on which document is written | Fees charges for writing the document | signature of the document writer | Signature or thumb mark of the party | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | | | | | | | | | | | |

## Form-D
**(see rule 16)**
## Register of licensees

Name of the District .....
Name of the Sub-Registrar Office .....
Financial Year .....

| S. No. | Licence number | Name | Father's name | Address | Date of birth | Date of issue of licence | Jan Aadhaar number | Aadhaar number | PAN | Address of place of working |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

**[No. F.5(13)FD/Tax/2024-103]**
**By order of the Governor,**

Dr. Khushaal Yadav,
**Joint Secretary to the Government.**

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